

## 2015 – 2016 DEPARTMENTAL ACCOUNTING OFFICE (DAO) INSTRUCTIONS

3775

(No.145 June 2016)

The below instructions are to be used by the HQ – Departmental Accounting Office (DAO) to complete year-end statements as identified in the State Administrative Manual (SAM) 7950-7982, 8380, 8422.1, 10600-10615, 19305.

References:

CAL FIRE [3770](#), [3771](#), [3772](#), [3773](#), [3774](#), [3776](#), [3777](#)

Crystal Reports / HFD / Chart of Accounts

	Section
Accruals	3775.1
AFAS Accruals	3775.1.1
AO-73: Accounts Payable	3775.1.2
FC-77 Accruals	3775.1.3
Direct Transfers	3775.1.4
AO-73: Labor	3775.1.5
Labor Accrual Upload	3775.1.6
FC-42 Accruals	3775.1.7
AO-73: Accounts Receivable	3775.1.8
Encumbrances	3775.2
Report of Collections (RCs)	3775.3
Reports & Uploads	3775.4

### ACCRUALS

3775.1

(No.145 June 2016)

Units will submit accruals to DAO using the AFAS Unreconciled Report V.2, AO-73, and Crystal Reports / HFD / Encumbrance Management Report. Accruals include all payment documents not on the Interim FM 12 HFD reports **except**:

- MRTs, JVs, and Report of Collection (RC) abatements
- Payments or purchases against encumbrances
- Any purchase documents dated July 1 and thereafter
- CCC (398.03), CDCR (398.04), OES (398.06), CNG (398.07), USFS (418.04), BLM (418.06), NPS (418.08), and other federal agencies' invoices (418.09)
- Consumer Use Tax and Diesel Tax

Accruals include:

- State garage charges

- LRA (418.07) and contract county (418.15) invoices
  - Actual and estimated travel expense claims not approved for payment by SCO / CalATERS deadline, including out-of-state travel
  - Payments, including Cal-Card purchases, dated June 30 and prior not in HFD
  - Direct transfers not in HFD
  - Estimated June services for gasoline, telephone, and utility charges
- NOTE: To estimate, average the last three months' invoices

## AFAS ACCRUALS

3775.1.1

(No.145 June 2016)

Units will prepare accruals using AFAS Unreconciled Report V.2 following procedures in Accounting Handbook Section 3770.1.

1. Upon receipt of AFAS accruals, do the following:

- Assemble batches and run tapes. If the dollar amount of the accrual is an abatement (negative amount), add a line with a -0- dollar. Run 2 tapes if abatement (one with the absolute amount and the other with the net batch balance).
- Prepare CALSTARS batch header.
- Assign batch number (AXX) from the Type 00 log book located on the F drive.

2. Enter in Fiscal Month 13. Key as follows:

TC:	215
FFY:	Fiscal year of accruals
REF DOC/S	Field assigned AP number
VENDOR/S:	2015.00
CUR DOC/S:	Field assigned AP number
INDEX:	As identified
OBJ DTL/AO:	As identified
PCA:	As identified. <b>NOTE: IF PCA 009XX OR 031XX OR OTHER PCA THAT REQUIRES INCIDENT NUMBER, ENTER IN MULTI PUR FIELD.</b>
AMOUNT:	As identified. <b>NOTE: IF using TC 215R input -0-dollar.</b>
REVERSE:	R if abatement, otherwise leave blank
MULTI PUR:	Incident Number

3. Balance, print, review, and release batch. File batch in accrual box. **NOTE: REVIEW AND RELEASE BATCH THE SAME DAY.** Last day to enter in FM 13 is July 13.

## AO-73: ACCOUNTS PAYABLE

3775.1.2

(No.145 June 2016)

Units will prepare [AO-73](#) following procedures in Accounting Handbook Section 3770.1 for all documents to be accrued that were not input into AFAS, and for accruals submitted after the July 1 due date. The AO-73 may be used for actual or estimated amounts.

1. Upon receipt of AO-73, do the following:

- Assemble batches and run tapes. If the dollar amount of the accrual is an abatement (negative amount), add a line with a -0- dollar. Run 2 tapes if abatement (one with the absolute amount and the other with the net batch balance).
- Prepare CALSTARS batch header.
- Assign batch number (AXX) from the Type 00 log book located on the F drive.

2. Enter in Fiscal Month 13. Key as follows:

TC:	215
FFY:	Fiscal year of accruals
REF DOC/S	Field assigned AP number
VENDOR/S:	2015.00
CUR DOC/S:	Field assigned AP number
INDEX:	As identified
OBJ DTL/AO:	As identified
PCA:	As identified. <b>NOTE: IF PCA 009XX OR 031XX OR OTHER PCA THAT REQUIRES INCIDENT NUMBER, ENTER IN MULTI PUR FIELD.</b>
AMOUNT:	As identified. <b>NOTE: IF using TC 215R input -0-dollar.</b>
REVERSE:	R if abatement, otherwise leave blank
MULTI PUR:	Incident Number

3. Balance, print, review, and release batch. File batch in accrual box. **NOTE: REVIEW AND RELEASE BATCH THE SAME DAY.** Last day to enter in FM 13 is July 13.

## FC-77 ACCRUALS

3775.1.3

(No.145 June 2016)

FC-77s will be accrued by the Cooperative Incident Payables Unit. Last day to enter in FM 13 is July 13.

## DIRECT TRANSFERS

3775.1.4

(No.145 June 2016)

For Direct Transfers dated prior to July 1, 2016, and entered in CALSTARS June 17 and thereafter follow instructions below. For transfers dated after July 1, 2016, contact Fund Accounting.

### FM 13

1. Assign batch number (AXX) from the Type 00 log book located on the F drive. These can all be processed in the same batch. This is a two day process. Key as follows:

TC (use all three):	242 for dollar amount of transfer 215 R for dollar amount of transfer 215 for -0- (zero) dollar amount
FFY:	Fiscal year of transfer
REF DOC/S	As identified
VENDOR/S:	2015.00
CUR DOC/S:	SCO document number
INDEX:	9498
OBJ DTL/AO:	238
PCA:	99200
AMOUNT:	As identified. <b>NOTE: When using TC 215R input - 0- dollar.</b>
REVERSE:	<b>R</b> if abatement, otherwise leave blank
MULTI PUR:	Incident Number

2. Balance, print, review, and release the batch. File batch in accrual box. **NOTE: REVIEW AND RELEASE THE SAME DAY.** Last day to enter in FM 13 is July 13.

### FM 01

1. Assign batch number from the Type 06 log book located on the F drive. Key as follows:

TC:	242
FFY:	Fiscal year of transfer
REF DOC/S	As identified
VENDOR/S:	As identified
CUR DOC/S:	SCO document number
INDEX:	As identified
OBJ DTL/AO:	As identified
PCA:	As identified. <b>NOTE: IF PCA 009XX OR 031XX OR OTHER PCA THAT REQUIRES INCIDENT NUMBER, ENTER IN MULTI PUR FIELD.</b>

AMOUNT:	As identified.
REVERSE:	<b>R</b> if abatement, otherwise leave blank
MULTI PUR:	Incident Number

2. Balance, print, review, and release the batch. File batch in DAO - Fund Accounting.

## AO-73: LABOR

**3775.1.5**

(No.145 June 2016)

PACMANS data for WP 367 will be uploaded to CALSTARS no later than July 13, 2016, (see section 3775.1.6). Units will prepare AO-73 for all labor accruals not included in the upload following procedures in Accounting Handbook Section 3771.

1. Upon receipt of [AO-73](#), do the following:

- Assemble batches and run tapes. If the dollar amount of the accrual is an abatement (negative amount), add a line with a -0- dollar. Run 2 tapes if abatement (one with absolute amount and the other with the net batch balance).
- Prepare CALSTARS batch header.
- Assign batch number (AXX) from the Type 00 log book located on the F drive.

2. Enter in Fiscal Month 13. Key as follows:

TC:	215
FFY:	Fiscal year of accruals
REF DOC/S	Field assigned number
VENDOR/S:	2015.00
CUR DOC/S:	Field assigned number
INDEX:	As identified
OBJ DTL/AO:	As identified
PCA:	As identified. <b>NOTE: IF PCA 009XX OR 031XX OR OTHER PCA THAT REQUIRES INCIDENT NUMBER, ENTER IN MULTI PUR FIELD.</b>
AMOUNT:	As identified. <b>NOTE: IF using TC 215R input -0-dollar.</b>
REVERSE:	<b>R</b> if abatement, otherwise leave blank
MULTI PUR:	Incident Number

3. Balance, print, review, and release batch. File batch in accrual box. **NOTE: REVIEW AND RELEASE BATCH THE SAME DAY.** Last day to enter in FM 13 is July 13.

## LABOR ACCRUAL UPLOAD

3775.1.6

(No.145 June 2016)

July 8 is the last day to enter Work Period 367 in PACMANS.

## FISCAL SYSTEMS

On July 11, IT unit will create a file in Excel for wages, overtime, and staff benefits, and send the file to DAO – Fiscal Systems. Fiscal Systems will upload each file to Calstars. Last day to enter in FM 13 is July 13.

## FC-42 ACCRUALS

3775.1.7

(No.145 June 2016)

## AO-73: FC-42

Units will prepare AO-73 following procedures in Accounting Handbook Section 3772. Amounts will be for estimated accruals for pay periods beginning June 5, 2016, and ending June 30, 2016.

1. Upon receipt of [AO-73](#), do the following:

- Assemble batches and run tapes. If the dollar amount of the accrual is an abatement (negative amount), add a line with a -0- dollar. Run 2 tapes if abatement (one with the absolute amount and the other with the net batch balance).
- Prepare CALSTARS batch header.
- Assign batch number (AXX) from the Type 00 log book located on the F drive.

2. Enter in Fiscal Month 13. Key as follows:

TC:	215
FFY:	Fiscal year of accruals
REF DOC/S	Field assigned AP number
VENDOR/S:	2015.00
CUR DOC/S:	Field assigned AP number
INDEX:	As identified
OBJ DTL/AO:	033.05
PCA:	As identified. <b>NOTE: IF PCA 009XX OR 031XX OR OTHER PCA THAT REQUIRES INCIDENT NUMBER, ENTER IN MULTI PUR FIELD.</b>
AMOUNT:	As identified. <b>NOTE: IF using TC 215R input -0-dollar.</b>
REVERSE:	R if abatement, otherwise leave blank
MULTI PUR:	Incident Number

## AO-59

### FC-42 (NOT CLAIM SCHEDULED)

DAO - Labor Accounting will accrue AO-59s that have "**Date of Checks**" of June 19 and prior that have not been scheduled.

1. Audit AO-59s and assign batch number.
2. Using Excel spread sheet, record by batch number the gross pay, index, PCA and incident number. **NOTE: AN INCIDENT NUMBER IS REQUIRED FOR PCA 009XX OR 031XX OR ANY PCA REQUIRING AN INCIDENT NUMBER.**
3. Assign an AP document number. (See Crystal Reports \ HFD \ Chart of Accounts \ 3.1 Document Number Schematic.)
  - Assemble batches and run tapes. If the dollar amount of the accrual is an abatement (negative amount), add a line with a -0- dollar. Run 2 tapes if abatement (one with the absolute amount and the other with the net batch balance).
  - Prepare CALSTARS batch header.
  - Assign batch number (AXX) from the Type 00 log book located on the F drive.
4. Enter in Fiscal Month 13. Key as follows:

TC:	215
FFY:	Fiscal year of accruals
REF DOC/S	Assigned AP number
VENDOR/S:	2015.00
CUR DOC/S:	Assigned AP number
INDEX:	As identified
OBJ DTL/AO:	033.05
PCA:	As identified. <b>NOTE: IF PCA 009XX OR 031XX OR OTHER PCA THAT REQUIRES INCIDENT NUMBER, ENTER IN MULTI PUR FIELD.</b>
AMOUNT:	As identified. <b>NOTE: IF using TC 215R input -0-dollar.</b>
REVERSE:	<b>R</b> if abatement, otherwise leave blank
MULTI PUR:	Incident Number

5. Balance, print, review, and release batch. File batch in accrual box. **NOTE: REVIEW AND RELEASE BATCH THE SAME DAY.** Last day to enter in FM 13 is July 13.

## **FC-42 (CLAIM SCHEDULED)**

If FC-42s have been audited and claim scheduled they do not need to be accrued. Instead, input in CALSTARS and finish claim scheduling.

1. Using FAME, assign batch number and claim schedule number.
2. Send the following information to IT for upload into CALSTARS, or if schedule is to be entered manually create a STD 218 and enter the following information:

SCHEDULE NUMBER:	From FAME
BATCH NUMBER:	From FAME
TC:	240
FFY:	Fiscal year
REF DOC/S	The month and year of the FC-42. (i.e. MAY13EFT)
VENDOR/S:	AAAAAAAAAA.75
INDEX:	As identified
OBJ DTL/AO:	033.05
PCA:	As identified. <b>NOTE: IF PCA 009XX OR 031XX OR OTHER PCA THAT REQUIRES INCIDENT NUMBER, ENTER IN MULTI PUR FIELD.</b>
AMOUNT:	As identified.
REVERSE:	R if abatement, otherwise leave blank
MULTI PUR:	Incident Number

3. Balance, print, review and release batch.
4. Last date to enter in FM 13 is July 13. Retain supporting documents in claim schedule folder.

## **AO-73: ACCOUNTS RECEIVABLE**

**3775.1.8**

(No.145 June 2016)

Units will prepare AO-73 following procedures in Accounting Handbook Section 3773.

1. Upon receipt of [AO-73](#), do the following:
  - Assemble batches and run tapes. If the dollar amount of the accrual is an abatement (negative amount), add a line with a -0- dollar. Run 2 tapes if abatement (one with absolute amount and the other with the net batch balance).



- Prepare CALSTARS batch header.
- Assign batch number (AXX) from the Type 00 log book located on the F drive.

2. Enter in Fiscal Month 13. Key as follows:

TC:	As appropriate
FFY:	Fiscal year of accruals
REF DOC/S:	As identified
VENDOR/S:	3000002015.00
CUR DOC/S:	A00 and the invoice number
INDEX:	As identified
OBJ DTL/AO:	As identified
PCA:	As identified. <b>NOTE: IF PCA 009XX OR 031XX OR OTHER PCA THAT REQUIRES INCIDENT NUMBER, ENTER IN MULTI PUR FIELD.</b>
AMOUNT:	As identified. <b>NOTE: IF using "R" input -0- dollar.</b>
REVERSE:	<b>R</b> if abatement, otherwise leave blank
SOURCE/AS:	As assigned
APPN SYM:	As assigned
FUND SRCE:	As assigned
FUND/DTL:	As assigned
METHOD:	As assigned
SUBSIDRY:	As assigned
MULTI PUR:	Incident Number

3. Balance, print, review, and release the batch. File batch in accrual box. **NOTE: REVIEW AND RELEASE BATCH THE SAME DAY.** Last day to enter in FM 13 is July 13.

## ENCUMBRANCES

3775.2

(No.145 June 2016)

## ENCUMBRANCE ADJUSTMENTS: D01

### ENCUMBRANCE DESK

When HFD Encumbrance Management Report (D01) is received, pull the contract from file and record the amount to be disencumbered on the log sheet.

1. Upon receipt of D01 report, do the following:

- Assemble batches and run tapes.
- Prepare CALSTARS batch header.
- Assign batch number from the Type 03 log book located on the F drive. Key as follows:

TC:	210 or 213
FFY:	As identified

REF DOC/S	Encumbrance document number (use F4 to retrieve document)
VENDOR/S:	Must match encumbrance
CUR DOC/S:	Field assigned number (EN)
INDEX:	Must match encumbrance
OBJ DTL/AO:	Must match encumbrance
PCA:	Must match encumbrance. <b>NOTE: IF PCA 009XX OR 031XX OR OTHER PCA THAT REQUIRES INCIDENT NUMBER, ENTER IN MULTI PUR FIELD.</b>
AMOUNT:	As identified
REVERSE:	<b>R</b> if abatement, otherwise leave blank
MULTI PUR:	Incident Number

Balance, print, review, and release batch. **NOTE: REVIEW AND RELEASE THE SAME DAY.** Last day to enter in FM 13 is July 13.

## ENCUMBRANCE ACCRUALS / ADJUSTMENTS: D07

### FUND ACCOUNTING UNIT

On July 12, order D07 PY 0001 N1 for the Federal Grants unit and D07 PY 00700-00999 N1 for Encumbrance Desk.

### FEDERAL GRANTS UNIT

Highlight federal PCAs for all fiscal years. Determine the Transaction Code (see below). Submit to the Encumbrance desk by July 12.

### ENCUMBRANCE DESK

1. PCAs 007XX (contract counties) and 009XX (Efund) must be accrued as Accounts Payable or disencumbered. The D07 will be received on July 12.
2. Retrieve the contract from file and record the amount to be disencumbered. **Keep a list of all documents to be re-established in FM 01.**
  - Assemble batches and run tapes.
  - Prepare CALSTARS batch header.
  - Enter in Fiscal Month 13 using the following information.
3. Batch Assignment:
  - If **TC 213** assign batch number (XXX) from the Type 03 log book located on the F drive.
  - If **TC 208, 209, or 214**, assign batch number (AXX) from the Type 00 log book located on the F drive.

4. Transaction Codes:

**TC 208:** Record Accrued Expenditure / Establish Due to Governments – Previously Encumbered. **NOTE: USE ONLY IF INVOICE IS ISSUED BY OTHER GOVERNMENTS (VENDOR TYPE 2, 4, OR 5) BY 6/30, OTHERWISE USE TC 214.**

**TC 209:** Record Accrued Expenditure / Establish Due to Fund – Previously Encumbered. **NOTE: USE ONLY IF INVOICE IS ISSUED BY OTHER STATE AGENCIES (VENDOR TYPE 3) BY 6/30, OTHERWISE USE TC 214.**

**TC 213:** Record Adjustment Decreasing an Encumbrance

**TC 214:** Accrue Expenditure Previously Encumbered as Accounts Payable. **NOTE: USE FOR ALL ENCUMBRANCE ACCRUALS WHEN INVOICE IS NOT ISSUED BY 6/30.**

5. Enter in CALSTARS. Key as follows:

TC:	As appropriate. See list above.
FFY:	Fiscal year of accruals
REF DOC/S	Encumbrance document number (use F4 to retrieve document)
VENDOR/S:	Must match encumbrance
CUR DOC/S:	Field assigned number (EN)
INDEX:	Must match encumbrance
OBJ DTL/AO:	Must match encumbrance
PCA:	Must match encumbrance. <b>NOTE: IF PCA 009XX OR 031XX OR OTHER PCA THAT REQUIRES INCIDENT NUMBER, ENTER IN MULTI PUR FIELD.</b>
AMOUNT:	As identified.
REVERSE:	R if abatement, otherwise leave blank
SUBSIDIARY:	TC 209 only, from contact line of vendor table
GLAN:	TC 208 only. Must input one of the following: <ul style="list-style-type: none"><li>• 3210: Federal Government</li><li>• 3220: Local Government</li><li>• 3290: Other Governmental Entities</li></ul>
MULTI PUR:	Incident Number

6. Balance, print, review, and release batch. **NOTE: REVIEW AND RELEASE THE SAME DAY.** Last day to enter in FM13 is July 13.

## ALL UNITS

Process encumbered invoices received after the June 16 deadline in FM 01 using TC 231 until notified to resume using TC 232 by DAO - Fund Accounting.

## REPORT OF COLLECTIONS (RC)

**3775.3**

(No. June 2016)

### ACCOUNTS RECEIVABLE (CASHIER)

1. Audit RCs from Units.
2. Record information in the June cash register.
3. Make copies of RCs and distribute as follows:
  - Original to DAO - Fund Accounting by July 8.
  - Update the folder in the F drive. To access, use the following pathway:  
F:\data\Accounting\Accounting Share\AR CASHIER\Field ROC data
  - Send a courtesy copy with attachments to appropriate State Headquarters staff needing RC information.
  - Retain copy for unit records.

## FUND ACCOUNTING

1. RCs dated June 30 and prior: Post RCs to receipt classifications following procedures in CAL FIRE [3726](#). **NOTE: Prior year revenue and Refunds to Reverted Appropriations (RRA) must be keyed in CALSTARS by June 13 in FM 12 and remitted via EFits by June 15.** Any prior year revenue processed after June 12 must be posted to Uncleared Collections and cleared in FM 01.
2. RCs for Payroll Deduction for Meals (Code 12): Using the RC and the print-out from Information Technology (IT), record to receipt classifications in FM 13 following procedures in CAL FIRE [3726](#). Adjust receipts for sales tax if meals.
3. Prepare batch header, assign the next available batch number from the Type 02 log book located on the F drive, and key.
4. Last day to enter in FM 13 is July 13.

## REPORTS & UPLOADS

**3775.4**

(No.145 June 2016)

### INTERIM FM12 JUNE CALSTARS / HFD REPORTS

The following reports will be ordered on June 17 by 0730:

G.2 = CM History

G.3 = G03 CM – N1 if not ordered on June 16

1. Notify “mainframe production” by email when report has been ordered (June 17)
2. Mainframe production unit will download report and forward to IT-EA (June 17)
3. IT – EA will load in HFD (June 17)
4. DAO – FA will reconcile CALSTARS to HFD (June 17)
5. DAO – FA will notify HFD Finance and Personnel Outlook Address Lists that HFD has been updated (June 17 or when available)

### **FINAL FM12 JUNE CALSTARS / HFD REPORTS**

The following reports will be ordered on July 13 by 0730, or when FM 12 is completed.

G.2 = PM History

G.3 = G03 PM – N1

1. Notify “mainframe production” by email when report has been ordered (July 13)
2. Mainframe production unit will download report and forward to IT-EA (July 13)
3. IT – EA will back out interim FM 12 (during day) and re-load final FM 12 (July 13)
4. DAO – FA will reconcile CALSTARS to HFD (July 13)
5. DAO – FA will notify HFD Finance and Personnel Outlook Address Lists that HFD has been updated (July 13)

### **YEAR-END REVIEW (FM 13) CALSTARS / HFD REPORTS**

The following reports will be ordered and available in HFD on July 14.

G.2 = PY History

G.3 = G03 PY– N1

1. Notify “mainframe production” by email when report has been ordered (July 14)
2. Mainframe production unit will download report and forward to IT-EA (July 14)
3. DAO – FA will reconcile CALSTARS to HFD (July 14)
4. DAO – FA will notify HFD Finance and Personnel Outlook Address Lists that HFD has been updated (July 14)

### **FUND ACCOUNTING UNIT**

Order the below reports on July 14 for year-end field review:

Q12 13 C	6542		N1	17000-49999 (Dennis/Stephanie)
Q16 13	6542		F1	Dennis for Budgets
Q24 13 C	6521		F1	Dennis
Q25 13	0021	6212	N1	Fund 0102, 0198, 0209, 3120 (Penny)
Q27 13 C	6521		N1	17000-49999 (Dennis/Stephanie)

Order the below reports on July 29 (A1) or August 1 (N1) (when receipts are cleared from the error file, reconciling items are cleared, and the clearing account is clear) for the Budget office:

#### ADMIN SHIFT

Q10 13 C	0040			
Q10 13 C	0041			
Q16 13 C	0240			
Q16 13 C	0241			9010 99200
Q16 13 C	0541			

#### SFM SHIFT

Q24 13 C	6520			59300-59500
----------	------	--	--	-------------

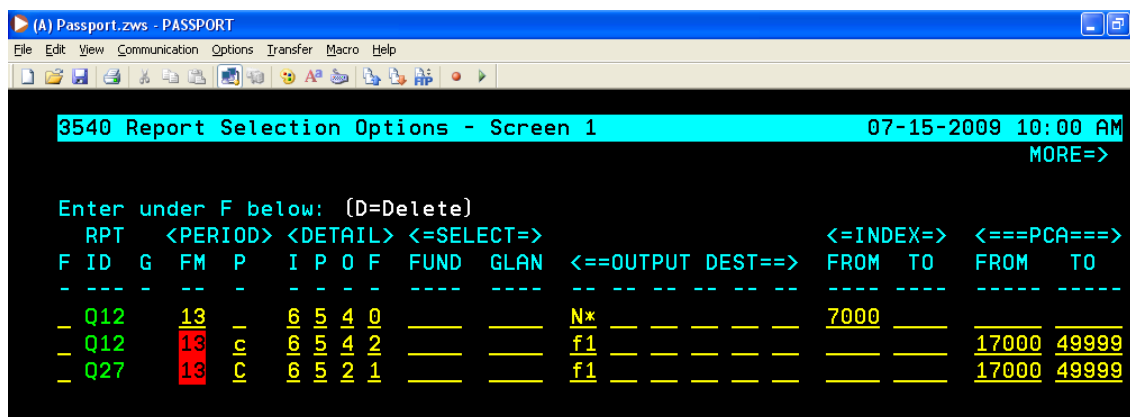
### FISCAL SYSTEMS UNIT

Using the reports ordered by the Fund Accounting Unit, place the Schedule A reports on transfer server on July 14. To compile Schedule A reports:

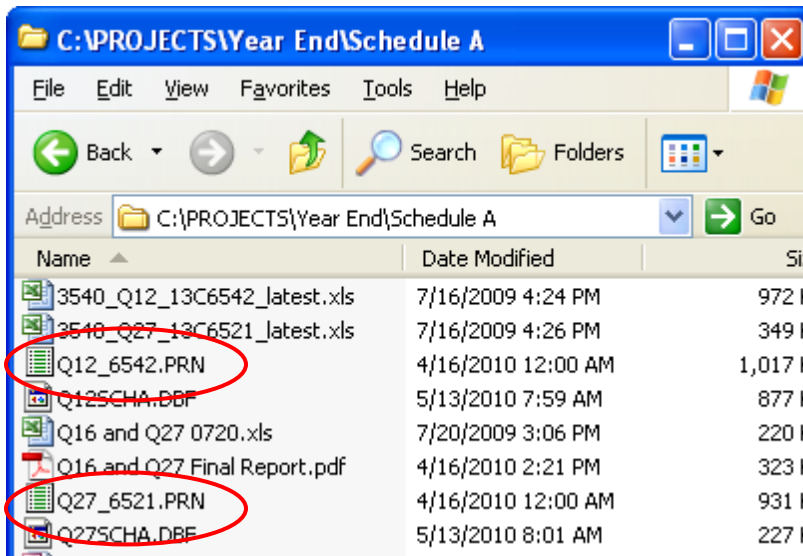
- Order the following two reports through CALSTARS before fund split:  
Note: These reports are ordered on the same day as the first set of FM 12 Interim reports is ordered. Hard copies are given to Stephanie Lor and the electronic version is used by Fiscal Systems to generate the report.
  - Q12 13 C 6542 1700 – 49999 N1
  - Q27 13 C 6521 1700 – 49999 N1

A/R needs to validate the hard copy reports to the electronic reports available as a PDF file or an Excel file. If reports are correct, run the reports daily beginning after Fund Split.

- Order** the following two reports through CALSTARS after fund split:
  - Q12 13 C 6542 17000 – 49999 D1
  - Q27 13 C 6521 17000 – 49999 D1

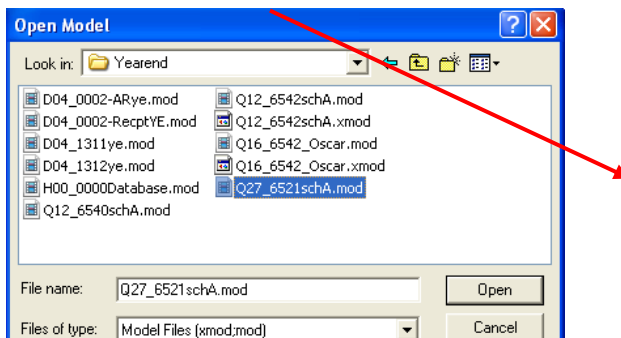


3. **Download** the following two electronic reports and change the file extension to .PRN.

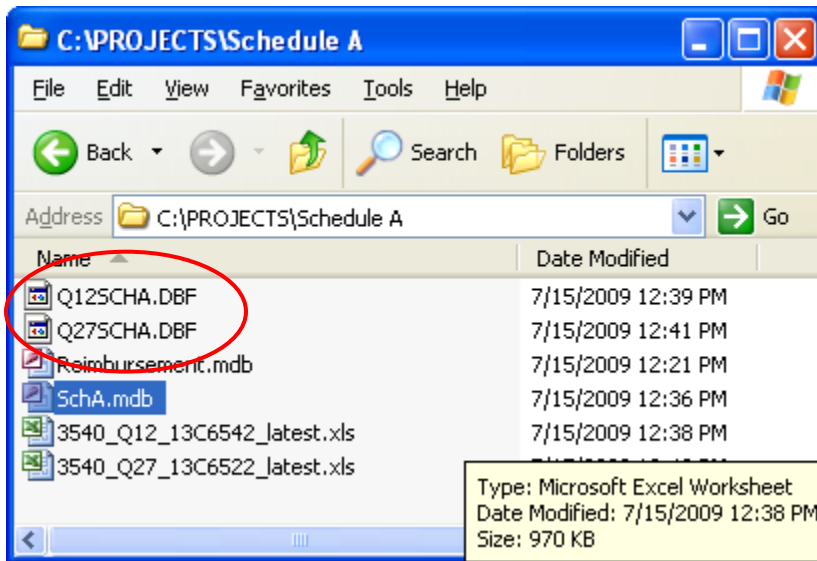


By renaming the file, this will have the file open up in Monarch. Use the following two Year-End Monarch models to extract data.

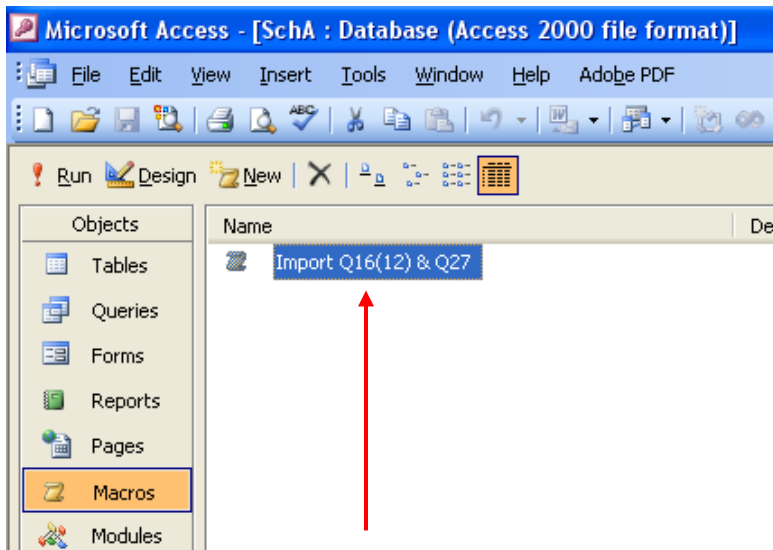
- Q12\_6542schA.xmod
- Q27\_6521schA.mod



4. **Export** as a .DBF file.
- Q12SCHA.DBF
  - Q27SCHA.DBF

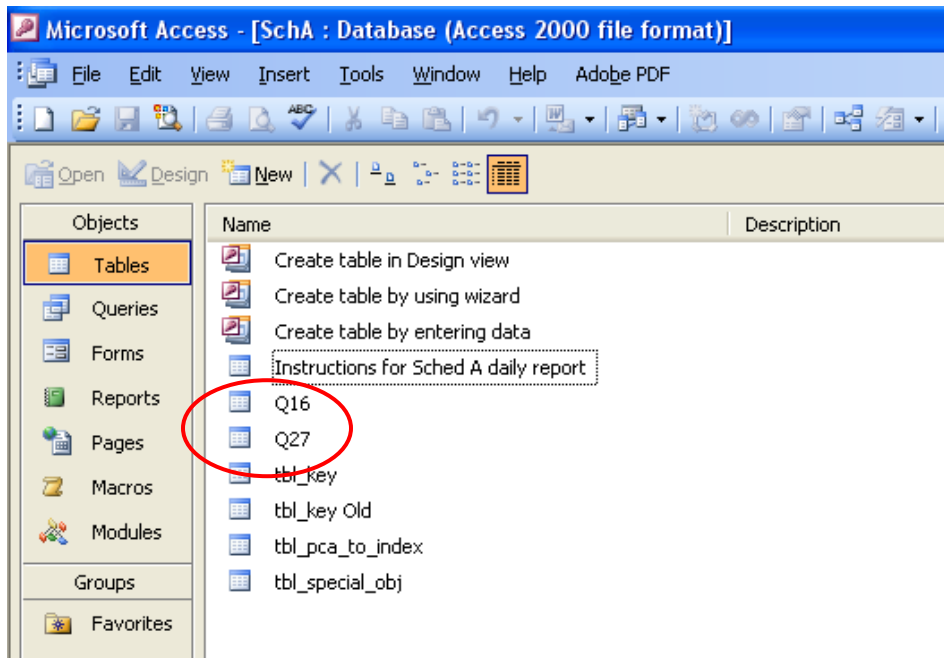


5. **Open** Schedule A Database. (SchA.mdb).
6. Navigate to the Macros



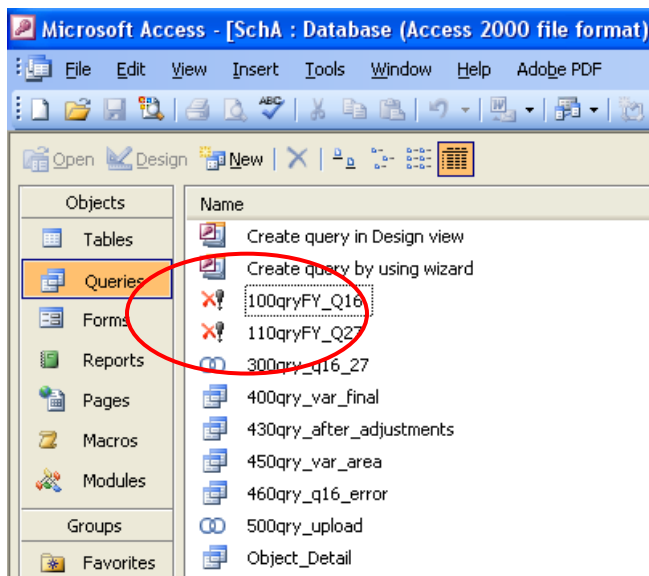
7. **Run** the Import Q16(12) & Q27 macro. The macro will make a copy of the existing Q16 & Q27 tables and rename them. The existing Q16 and Q27 will be deleted and the macro will import the Q12 and Q27 .DBF files into Access as tables. The Q12 import will be renamed to Q16 table.



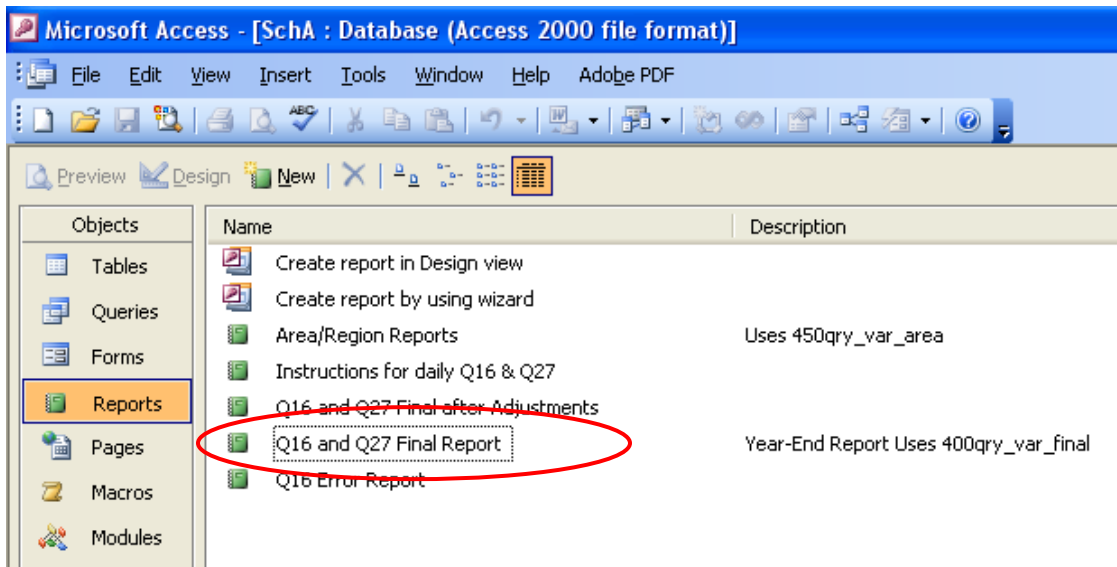


8. **Run** the following two delete Queries (It will ask you to input the 2 digit FY):

- 100qry\_FYQ16
- 110qry\_FYQ27



9. **Open** the Q16 and Q27 Final Report then print and deliver to Accounts Receivables Unit.



10. Export the Q16 and Q27 Final Report as an Excel spreadsheet. Name the file using the following format: Q16 and Q27\_<<MM>>-<<DD>>.xls

Microsoft Excel - Q16 and Q27 0715.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

100%

	A	B	C	D	E	F	G	H	I
	PCA Title	PCA	Object Code	obj_desc	Q16 Actual Exp	Q27 Actual Rec	Q27 4th qtr est	INDEX	total
1	PCA Title	PCA	Object Code	obj_desc	Q16 Actual Exp	Q27 Actual Rec	Q27 4th qtr est	INDEX	total
2	MENDOCINO COUNTY	17100							
3			191.02	PS	203,374.42	106,764.53	0.00	1100	106,764.53
4			191.02	PS	0.00	99,007.43	0.00	2500	99,007.43
5			191.02	W/C Safety	7,853.32	12,314.23	0.00	9999	12,314.23
6			191.02	W/C Misc.	500.48	0.00	0.00	9999	500.48
7			591.02	OEE	22,367.36	17,643.00	0.00	1100	17,643.00
8			591.02	OEE	0.00	14,777.50	0.00	2500	14,777.50
9			191.02	RET	33,796.05	17,180.33	0.00	1100	17,180.33
10			191.02	RET	0.00	16,573.45	0.00	2500	16,573.45
11			191.02	STFBN	35,890.67	21,127.43	0.00	1100	21,127.43
12			191.02	STFBN	0.00	20,371.84	0.00	2500	20,371.84
13			427.1	O/H	0.00	20,457.74	0.00	9999	20,457.74
14			111.11	Pro-Rata	0.00	11,075.83	0.00	9999	11,075.83
15					303,582.30	357,293.31	0.00		Total br
16	UKIAH VALLEY FIRE DISTRICT - AMAD	17160							
17			591.02	OEE	1,154.69	2,010.00	0.00	1100	2,010.00
18			427.1	O/H	0.00	126.24	0.00	9999	126.24
19			111.11	Pro-Rata	0.00	68.34	0.00	9999	68.34
20					1,154.69	2,204.58	0.00		Total br
21	UKIAH VALLEY FIRE DISTRICT	17161							
22			191.02	PS	28,302.31	25,518.80	0.00	1100	25,518.80
23			191.02	W/C Safety	949.40	0.00	0.00	9999	949.40
24			191.02	W/C Misc.	53.44	0.00	0.00	9999	53.44
25			191.02	UI	5,255.54	0.00	0.00	9999	5,255.54
26			591.02	OEE	350.00	560.00	0.00	1100	560.00
27			191.02	RET	6,719.93	7,286.42	0.00	1100	7,286.42
28			191.02	STFBN	2,139.56	4,339.66	0.00	1100	4,339.66
29			427.1	O/H	0.00	2,447.50	0.00	1100	2,447.50
30			111.11	Pro-Rata	0.00	1,325.08	0.00	1100	1,325.08

11. Open Area/Region Reports:

Note: These reports will require the user to input the PCA Range.

Enter Parameter Value

?

✕

Enter Starting PCA

17100

OK

Cancel

Enter Parameter Value

?

✕

Enter Ending PCA

48900

OK

Cancel

Enter Parameter Value

?

✕

Type in Area or Region

17100-48900

OK

Cancel

Parameters:            17100-48900, 37100-37900  
                              17100-17741,            47100-48900  
                              27100-27900,            37100-48900  
                              17100-27900,

## Example of Report:

Microsoft Access - [Area/Region Reports : Report]

File Edit View Tools Window Help Adobe PDF

Type a question for help

100%

Close Setup

17100-48900

Wednesday, July 15, 2009 01:57 PM

Category	Q16 Actual Expenditures	Q27 Actual Receipts	Q27 Estimated 4th Qtr. Est	Total	Difference
191.02 PS	160,841,454.12	119,399,287.51	35,506,835.55	154,906,123.06	-5,935,331.06
191.02 WWC Safety	4,261,661.19	3,643,802.53	921,242.06	4,565,044.59	303,383.40
191.02 WWC Misc.	276,391.76	340,357.00	84,011.74	424,368.74	147,976.98
191.02 UI	494,184.67	551,904.10	164,295.95	716,200.05	222,015.38
591.02 OEE	4,322,451.70	3,882,082.90	1,141,022.51	5,023,105.41	700,653.71
191.02 RET	37,472,714.41	28,091,958.41	8,591,504.06	36,683,462.47	-789,251.94
191.02 STFBN	22,426,529.84	16,572,690.29	4,870,590.58	21,443,280.87	-983,248.97
191.02 PCF	99,055.58	0.00	0.00	0.00	-99,055.58
191.02 Disability Credit	868,988.09	0.00	0.00	0.00	-868,988.09
427.10 O/H	0.00	10,853,892.07	3,356,295.73	14,210,187.80	14,210,187.80
111.11 Pro-Rata	0.00	5,862,075.82	1,787,471.19	7,649,547.01	7,649,547.01
<b>TOTAL:</b>	<b>231,063,431.36</b>	<b>189,198,050.63</b>	<b>56,423,269.37</b>	<b>245,621,320.00</b>	<b>14,557,888.64</b>

Page: 1

NUM

12. Process Complete.

**Maintenance:**

1. **Download** PCAs which have program 11 and element 40.
2. **Verify** that all program 11 and element 40 PCAs are in the tbl\_pca\_to\_index table.
3. **Identify** all new or deleted Schedule A object codes.
4. Verify the following 3 tables:

Tbl\_key:

Microsoft Access - [tbl_key : Table]						
IDkey	obj_desc	id_col	key	key_title		object
4	UI	A	13302	UNEMP INS-SAFETY EES		19102
7	STFBN	A	134	OTHER-STAFF BENEFITS		19102
7	STFBN	A	135	LIFE INSURANCE		19102
7	STFBN	A	136	VISION CARE		19102
7	STFBN	A	137	MEDICARE TAXATION		19102
1	Spec Adj	A	19102			19102
11	O/H	A	427	INDIRECT DISTRB COST		42710
11	O/H	A	42710	ALLOC ADMIN TO REIMB FROM GF		42710
5	OEE	A	59102	EXP MATCH TO SCH A REC		59102
1	ps	B	99193609	Steve's Entry		19102
1	PS	B	99193620	SCH A - SALARY/OVERTIME RU/*****		19102
2	W/C Safety	B	99193621	SCH A - WORKERS COMP (SAFETY) 9999/*****		19102
4	UI	B	99193622	SCH A - UNEMPLOYMENT INSURANCE 9999/*****		19102
5	OEE	B	99193623	SCH A - OE & E (EXCEPT O.H) RU/*****		59102
11	O/H	B	99193624	SCH A - ADMIN 9999/*****		42710
1	PS	C	99193625	SCH A - 4TH QTR EST - P.S. RU/*****		19102
1	ps	B	99193626	Steve's Entry		19102
3	W/C Misc.	B	99193628	SCH A - WORKERS COMP (MISC) 9999/*****		19102
6	RET	B	99193629	SCH A - P.S. (RETIREMENT) RU/*****		19102
7	STFBN	B	99193630	SCH A - STAFF BENE (EXC RET,WC,UI) RU/*****		19102
11	POF	B	99193633	SCH A-WC POF		19102
8	PCF	B	99193639	SCH A - PD CALL FIREFIGHTER RU/*****		19102
9	Disblty Credit	B	99193640	SCH A - EIDLVDLNDI CRED (ACTUAL) RU/*****		19102
10	W/C Credit	B	99193641	SCH A - WC CATASTROPHIC CREDIT 9999/*****		19102
3	W/C Misc.	C	99193654	SCH A-4TH QTR EST-WC MISC 9999/		19102
2	W/C Safety	C	99193655	SCH A - 4TH QTR EST: WC 9999/		19102
4	UI	C	99193656	SCH A - 4TH QTR EST: UI 9999/		19102
5	OEE	C	99193657	SCH A - 4TH QTR EST OE & E RU/XXXXX		59102
11	O/H	C	99193658	SCH A - 4TH QTR EST ADMIN 9999/XXXXX		42710
6	RET	C	99193659	SCH A - 4TH QTR EST RETIRE RU/XXXXX		19102
7	STFBN	C	99193660	SCH A - 4TH QTR EST STAFF BENE RU/XXXXX		19102
8	PCF	C	99193661	SCH A-4TH QTR EST PCF RU		19102
11	POF	C	99193662	SCH A - 4TH QTR EST WC POF		19102

Tbl\_pca\_to\_index:

Microsoft Access - [tbl\_pca\_to\_index : Table]

pca	pca_title	Index
17100	Mendocino County	9999
17100	Mendocino County	1100
17110	Hopland Sanel FPD - Amador Plan	1100
17110	Hopland Sanel FPD - Amador Plan	9999
17120	Comptche CSD - Amador Plan	1100
17120	Comptche CSD - Amador Plan	9999
17130	Anderson Valley FPD - Amador Plan	1100
17130	Anderson Valley FPD - Amador Plan	9999
17140	Westport	9999
17140	Westport	1100
17200	Humboldt County - Amador Plan	1200
17200	Humboldt County - Amador Plan	9999
17210	Humboldt County Dispatch Cooperative	1200
17210	Humboldt County Dispatch Cooperative	9999

Tbl\_special\_obj

Microsoft Access - [tbl\_special\_obj : Table]

special_obj
19102
59102
42710
*

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)